



FOOD AND AGRICULTURE, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	FOOD AND AGRICULTURE, DEPARTMENT OF	RELEASE DATE:	Tuesday, October 27, 2009
POSITION TITLE:	Director of Operations, CEA 2, Division of Fairs and Expositions	FINAL FILING DATE:	Tuesday, November 10, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	10262009_1

POSITION DESCRIPTION

Under the general direction of the Director of Fairs and Expositions, the Director of Operations serves as the second-in charge manager responsible for the execution of the Division's global mission and objectives related to the oversight of California's network of 78 fairs. As a member of the Secretary's executive management team, the Director of Operations is responsible for planning, organizing, directing, and controlling the most complex and sensitive fiscal, administrative, and fair intervention functions within the Division's Fiscal Operations and Administrative Services units to ensure fiscal accountability for the state, public and other stakeholders. The Director of Operations develops and provides guidance on fiscal and administrative policies for California's network of fairs on, but not limited to, fiscal, accounting, budgeting, horse racing, training, legislative analysis, board conduct, internal controls, best business practices, audit matters and fair intervention.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity

exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Knowledge of accrual accounting principles; governmental accounting and budgeting; accrual basis of accounting; financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; business law; principles and techniques of personnel management and supervision; and planning, organizing, and directing the work of others; the department's EEO non-discrimination policy, complaint procedure and managers responsibility; the organization and function of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; fiscal management methodology; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; strategic information planning processes; and applications development. Ability to apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively; effectively perform high administrative and policy-influencing functions. Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters, develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively contribute to the Department's policy prohibiting any form of discrimination; and identify and evaluate new technological developments and gauge their appropriateness for meeting the Department's mission and business needs.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Director of Operations, CEA 2, Division of Fairs and Expositions**, with the **FOOD AND AGRICULTURE, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed above and "Screening Criteria" outlined below, and may also serve as documentation of your ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a

selection.)

FILING INSTRUCTIONS

Applications and a "Statement of Qualifications" must be received in our Human Resources office on or before 5:00 P.M. on November 10, 2009, to be considered. Application packages must have an original signature; therefore, faxed or e-mailed application packages will not be accepted for any reason.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- Honorably discharged military veterans meeting Pattern IV of the Minimum Qualifications must submit a copy of their DD214.

Applications must be submitted by the final filing date to:

FOOD AND AGRICULTURE, DEPARTMENT OF, Human Resources/Examination Unit
1220 N Street, Room 242, Sacramento, CA 95814
Suzanne Conrad | 916 651-9973 | sconrad@cdfa.ca.gov

ADDITIONAL INFORMATION

Special Personal Characteristics:

A proven leader who will: be adept at problem solving; lead by motivating and inspiring employees; effectively listen and communicate; remain open-minded and think innovatively; establish a team and use it; communicate complex technical information in an understandable manner to Department representatives, elected officials, industry representatives, and consumers; have administrative and strategic capabilities to develop the Department's mission, goals, values, objectives, and roles and responsibilities including the ability to participate in the formulation, operation, and/or evaluation of program policies.

SCREENING CRITERIA

The application and Statement of Qualifications must indicate your total years of experience (and official or civil service classifications – not your working title) performing each of the activities listed below. The factors that will be utilized in the evaluation are:

- Depth and breadth of experience with Fair Industry, Trade associations, and joint power authorities.
- Depth and breadth of managerial experience overseeing all financial/administrative activities of program, including policy recommendations.
- Depth and breadth of managerial experience with a level of responsibility at or above the Staff Services Manager II classification with responsibility for budget or accounting functions.
- Depth and breadth of experience in administrative problem solving; upholding principles and practices of personnel management and equal employment opportunity objectives. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rule and

policies. • Depth and breadth of experience managing a highly sensitive program with statewide impact, including working with control agencies, or high level organizations (i.e. Governors Office, Legislature, DOF, SCO, DGS, and DPA). • Depth and breadth of experience in legislative activities, including research and analyses of legislation impacting the horse racing industry, including testifying at legislative hearings. • Depth and breadth of experience in negotiations/communication requiring the ability to deal with a variety of sensitive internal and external issues and establishing and maintaining partnerships with diverse stakeholders.

In addition, candidates should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The FOOD AND AGRICULTURE, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>